



Memorandum

To: Mayor, Town Council
From: Dawn Brecke
Date: September 30, 2025
Re: **October 8, 2025 Town Council Meeting**
Vacation Leave Policy Revision

The Town's Vacation Leave policy currently allows employees to accrue and carry forward up to one hundred twenty (120) hours of vacation leave from one calendar year to the next. Any leave in excess of this limit that is not used by December 31 is forfeited.

This requirement often creates scheduling challenges during November and December as multiple employees attempt to use their excess leave before it expires. These months are traditionally busy with holidays and end-of-year obligations, making it challenging to balance operational needs with employee requests for time off.

The revised policy establishes the carryover period from **March 1 through the end of February each year**, rather than aligning with the calendar year. Employees may still accrue and carry forward up to 120 hours of vacation leave. Any leave beyond that limit not used by the end of the carryover period will continue to be forfeited.

The policy revision will:

- Support staffing stability: By shifting the "use it or lose it" deadline out of November and December, employees will be less pressured to use large amounts of vacation during the busy holiday months.
- Encourage vacation use in slower periods: Employees will have greater flexibility to plan time off in January and February when workloads are typically lighter, improving overall operational efficiency.
- Maintain fairness and accountability: The carryover cap of 120 hours remains in place, ensuring that vacation leave is used as intended without creating long-term liability for the Town.

Please contact me with any questions regarding this policy change.

Thank you.

CHAPTER 3 - MANAGEMENT

SECTION F: EMPLOYMENT CLASSIFICATIONS/COMPENSATION

13. VACATION LEAVE

- A) Persons hired on an emergency, part-time, seasonal, temporary or contract basis shall not accrue annual vacation leave. Persons hired on an emergency, part-time, seasonal, temporary or contract basis who become full time employees will be eligible for vacation leave beginning on the date they become full-time employees; and their full-time date of hire will be the beginning date used for eligible vacation benefits.
- B) Full-time employees are eligible for vacation time off with pay according to the following schedule:
 - Up to five years of service: Two weeks (80 hours) per year (accrual 3.08/pay period).
 - Six or more years of service: Three weeks (120 hours) per year (accrual 4.62/pay period).
- C) New full-time employees shall accrue annual vacation leave from the date of hire.
- D) The maximum annual vacation leave that can be accrued and carried forward from one ~~calendar~~ year to the next is ~~one hundred~~ ~~one hundred~~ twenty (120) hours. The carryover period shall run from March 1 through the end of February each year. Any vacation leave in excess of 120 hours not used by the end of the carryover period will be forfeited.
- E) No more than fifteen (15) days of annual vacation leave may be taken in any calendar month without the approval of the Town Manager. In no case may more than forty (40) days of annual vacation leave be taken in any calendar year. In no instance will annual vacation leave be granted unless it has been previously earned.
- F) All annual vacation leave requests should be submitted to employee's supervisor a reasonable time in advance of the desired time off. If an excessive number of employees request annual vacation leave for the same time period, annual vacation leave shall be granted only to the number of employees who would not leave the department ineffective and in order of application (first-come-first-